

Charlton Acorns Pre-School

STAFF CODE OF CONDUCT POLICY

Statement of intent

At Charlton Acorns Pre-School we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our Preschool and recognise that we represent the preschool in our dealings with the children, carers, other professionals and the public. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

The Code of Conduct forms part of an employee's contract. Failure to comply with the associated Charlton Acorns policies may result in disciplinary action being taken and Charlton Acorns reserves the right to take legal action against employees where breaches of the Code warrant such action.

It is expected that all staff, volunteers and students at Charlton Acorns should provide an example of good conduct that you wish others to follow:-

- Be flexible, reliable and punctual
- Be honest and trustworthy in word and deed
- Be hard working and willing to do as directed
- Be motivated and happy to do your job
- Be friendly and a positive role model to everyone, children, parents and other staff
- Be supportive to colleagues
- Be hard working and work as part of the team
- Be welcoming to everyone within the preschool – smile – say hello
- Work enthusiastically and support colleagues
- Communicate with each other in a positive manner
- Maintain high standards in safety, and hygiene by keeping the preschool safe and clean
- Show initiative
- Keep confidentiality at all times (any issues – including personal – concerning children, their parents, staff and students should not be discussed outside the preschool.)
- Act in the best interest of the children at all times
- Use and encourage children to follow the Grace and Courtesy rules : say please and thank-you and general manners
- Ensure inclusive practise is provided at all times
- Give equal opportunities to everyone within the preschool regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.
- Read, sign, date and follow all preschool policies and procedures and implement them at all times
- Ensure that your behaviour at work or outside does not cause embarrassment to the Preschool or reflect negatively on the Preschool in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites.
- Understand that babysitting for parents out of preschool hours is at your own risk and that anything that happens in this time, the preschool is not liable for.
- Keep all personal belongings in the staff room

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Staff Dress Code

To ensure that all staff are appropriately attired for the work place to a high standard of dress and grooming commensurate with their position at all times.

We would ask the staff to adhere to the following guidelines:

- Maintain a neat appearance and wear the name badge provided
- Clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires.
- Skirts and shorts must be knee length or longer.
- Leggings and low rise jeans should be covered by a top of suitable length.
- Clothing must not be low cut, strappy or expose bras/ underwear or midriff or back.
- Jeans may be worn but must not be ripped or tatty.
- Footwear should be practical for safe movement around the classroom.
- Clothing required for health and safety purposes shall be supplied by the Preschool and worn when required.
- Keep finger nails clean and fairly short and jewellery and make up to a minimum

Failure to adhere to this policy may result in staff being asked to return home to change into more suitable attire.

Staff taking medication/other substances

- Inform the preschool manager of any medical conditions or medication that may affect their daily work
- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- Staff medication on the premises must be securely stored and out of reach of children at all times.

Medical/ Dental Appointments

- Due to the nature of the business staff are requested, if possible, to attend doctor, dentist or hospital visits outside of preschool hours.

Staff Illness/ Absence

- Staff should personally inform the preschool manager or deputy manager of any reason for absence.
- Staff should telephone the Preschool Manager as soon as possible to inform of an absence by am, so that cover can be found before the Preschool session starts.

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- SMS text or email is not an appropriate form of communication, always telephone the Preschool Manager.
- If staff are unable to contact the Preschool Manager they should telephone either the Deputy Manager or Chairperson to confirm their absence.
- Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of sickness or diarrhoea.

Staff Risk Awareness & Health & Safety

- All staff are required to read the policies and procedures of the preschool as part of their induction process.
- The induction training for staff and volunteers includes an explanation of Health and Safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, risk assessments, health & safety and safeguarding children.
- A record should be kept, by staff of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.
- As necessary, Health and Safety training is included in the annual training plans of staff, and Risk Awareness & Health and Safety is discussed regularly at staff meetings.

Mobile Phones

- The use of personal mobile phones in the classroom by staff, parents and carers' is **forbidden** to ensure the safety of the children. Personal mobile phones can be used in the office/ reception area in cases of emergency.
- Staff should ensure that all mobile phones are set to quiet and are kept in a box that is clearly visible to all staff in the classroom. Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.

Staff Code of Conduct for ICT and Social Networking Sites

Staff are required to adhere to their professional responsibilities when using information systems and social network sites. Members of staff should read the preschool's E-safety policy, Safeguarding Children & ICT and Social Networking policy for further information and clarification.

Staff should be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children, unless they have consent to do so.

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- It is a criminal offence to use the Preschool ICT system for a purpose not permitted by its owner. ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras; email, social networking and that ICT use may also include personal ICT devices when used for Preschool business.
- The Preschool information systems may not be used for private purposes without specific permission from the Preschool manager.
- The use of Preschool information systems, Internet and email will be monitored and recorded to ensure policy compliance.
- Staff will respect the system security and will not disclose any password or security information to anyone other than an authorised system manager.
- Staff will not install any software or hardware without permission.
- Staff will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- Staff will respect copyright and intellectual property rights.
- Staff will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Safeguarding Lead.
- Staff will promote e-safety with students in their care and will help them to develop a responsible attitude to system use, communications and publishing.
- Staff should understand that they should not post any visual images, recordings or comments that relate to Preschool life including those of children or parents on to any Social Networking sites. The preschool has its own social networking site and website only the Manager, Deputy and Supervisor have permission to upload information to these sites in accordance with permission from parents.
- The Preschool may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Holidays

- Due to the nature of the business staff are requested not to take holiday during term times
- If staff take holidays during term time permission should be sought from the Manager **before** booking.

Whistleblowing and Incident Reports

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- Staff must report any behaviour by colleagues that raises concerns, by following the Preschool's Whistle Blowing Policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

Agreed consistencies

- Log – jumping off onto blue, with support not onto adults.
- Barefoot everywhere (except mud kitchen), in any weather, but encourage to think about weather conditions and suitability.
- Large Wooden Blocks – two high for climbing due to surface of concrete, can go in block trolley if empty and secured, cannot climb on blocks in trolley.
- Quiet indoor voices for staff and children, shouldn't hear adult voices over children's voices.
- How many obs per week? Minimum 5 Maximum 15
- I pads – one person uploading obs indoors and outdoors at a time.
- Staff Children – Snacks to be eaten at a table, take time to talk if needed, staff children only allowed before and after sessions, quiet activity indoors, loud activities outside, put away what you get out.

The following procedures and documentation in relation to Staff Conduct are

Preschool Policies

- Health & Safety
- Risk Assessment
- Safeguarding Children

Statutory Framework for the Early Years Foundation Stage 2014

Section 3: The Safeguard and Welfare Requirements

- Suitable People 3.9-3.18
- Staff taking medication and other substances 3.19
- Staff qualifications, training, support and skills 3.20-3.26

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I hereby agree to follow the guidelines as stated in the staff code of conduct policy and understand that failure to comply may result in disciplinary action being taken.

Name.....

Signed.....

Date.....

Please sign and return to the office.